



RAJBIR SINGH

EXCEL

Shortcuts

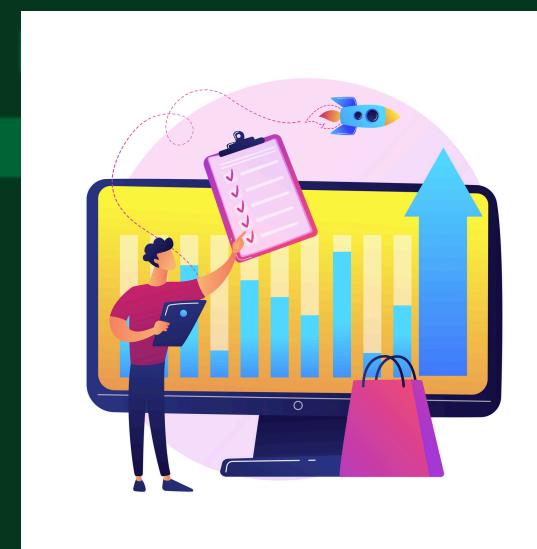
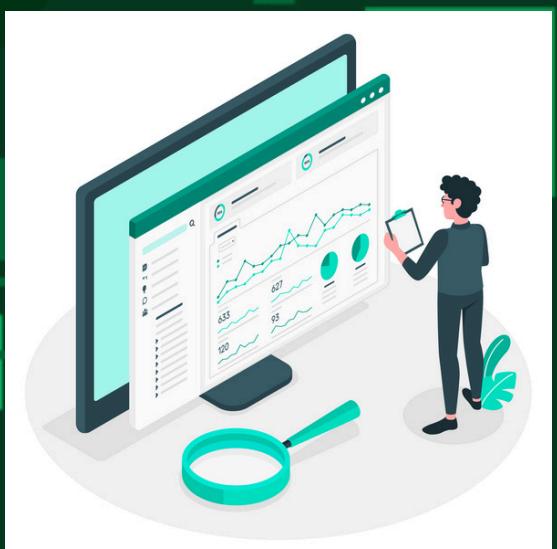
Introduction

The most commonly used Excel shortcuts that can significantly enhance your efficiency and streamline your analytics process in just a few days. Mastering these shortcuts will enable quicker data manipulation, analysis, and reporting, ultimately improving productivity and simplifying complex tasks.

1. CTRL E

Auto-Fills Patterns

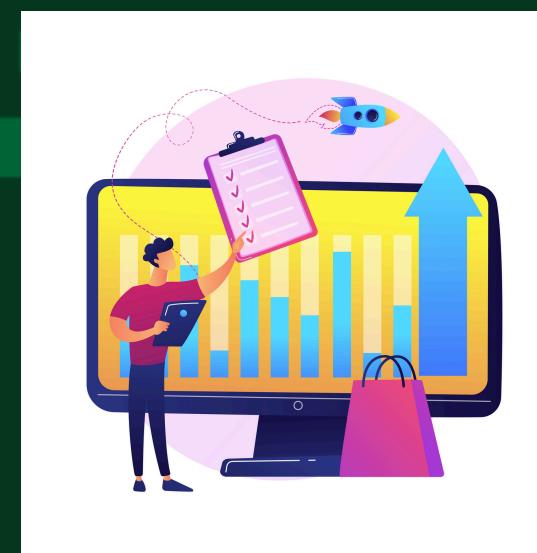
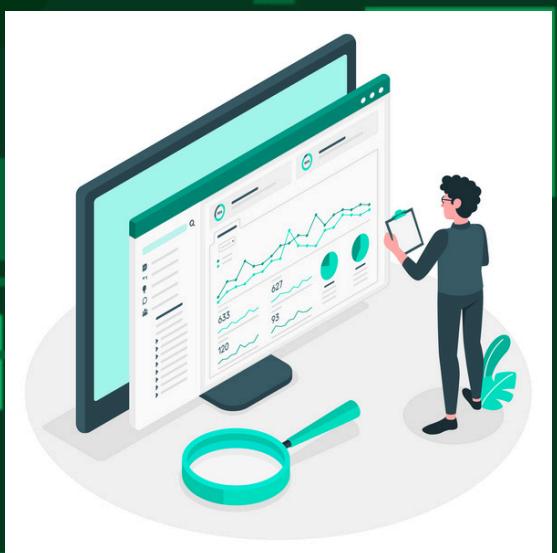
If you type an example, Excel detects patterns and fills the rest of the column instantly.

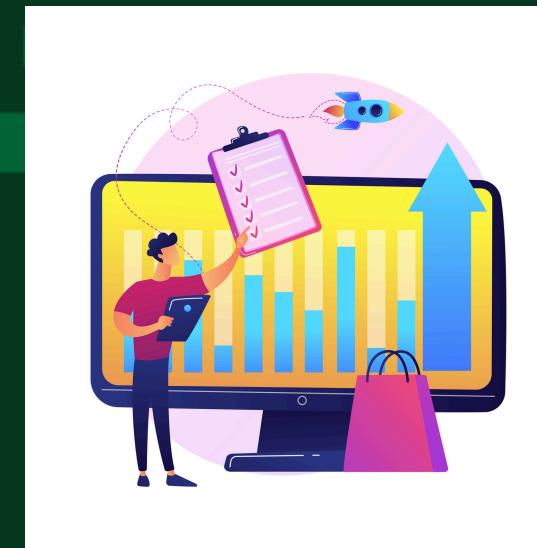
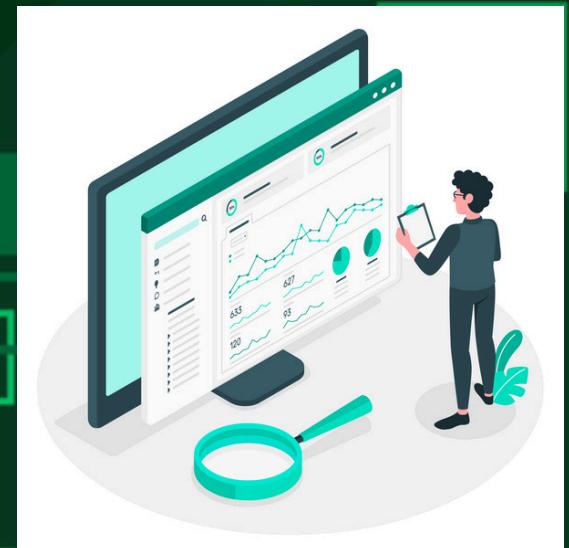


2. ALT H O I

Can't see your data?

Press ALT H O I to fix it! This shortcut automatically adjusts column widths to fit your data.





3. ALT =

Let Excel do the Maths!

Press ALT = to auto-sum data from nearby cells. Just select an empty cell next to the numbers you want to add and hit ALT =

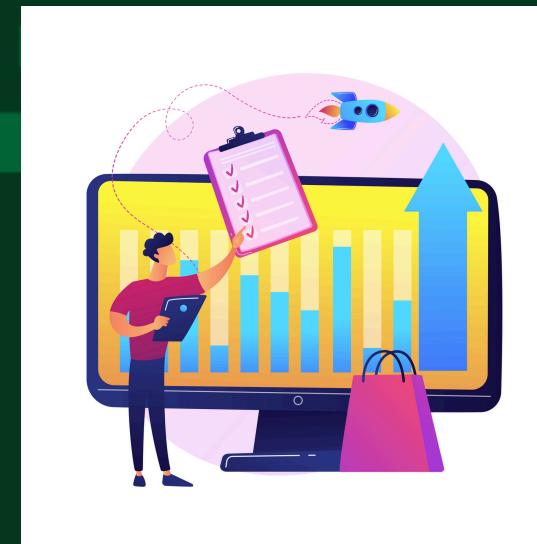
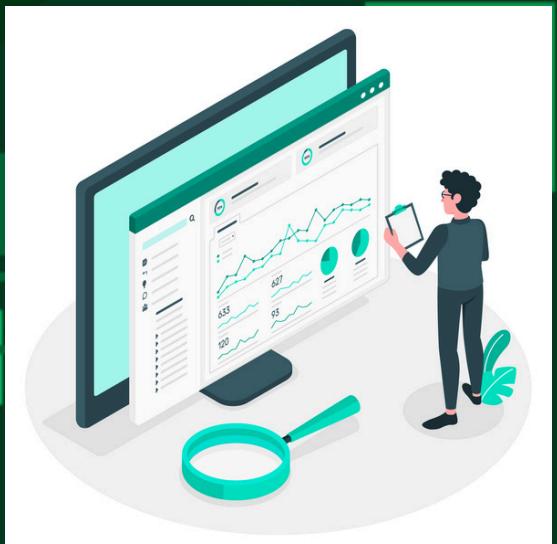
4. CTRL+Space

Then ALT+O+C+A

Multiple times a day I will do (CTRL+SPACE) and then (ALT+O+C+A).

This makes the size of the column ONLY AS LARGE as the size of the largest cell in a column.

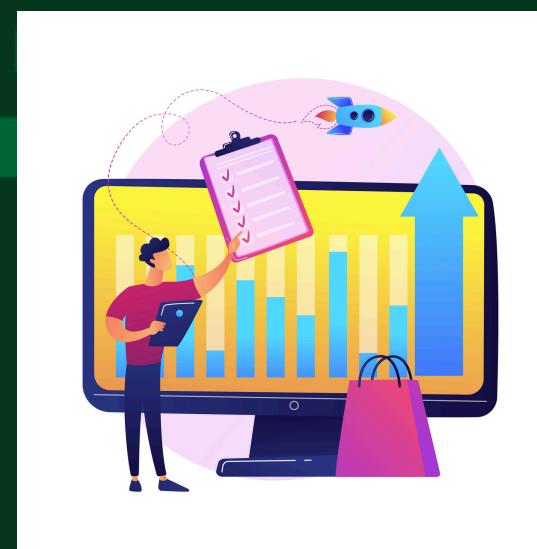
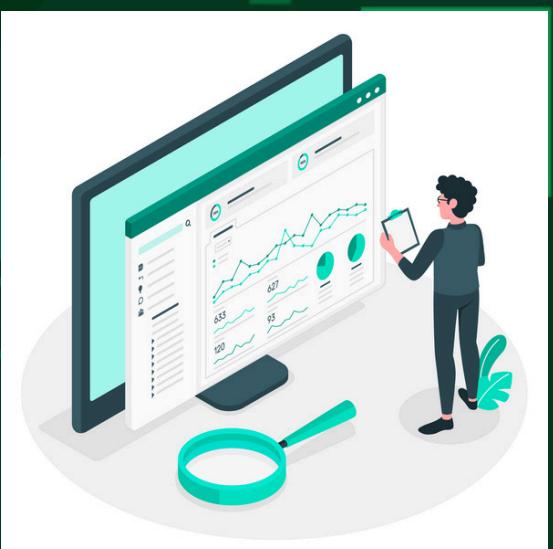
It is critical when you need to clean up a spreadsheet fast.



5. CTRL T

Excel Table

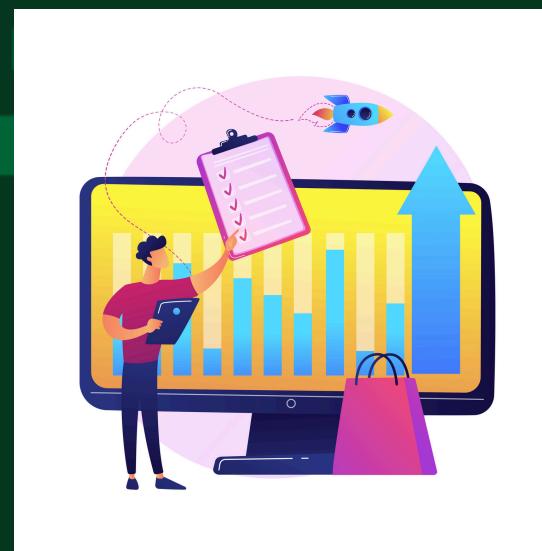
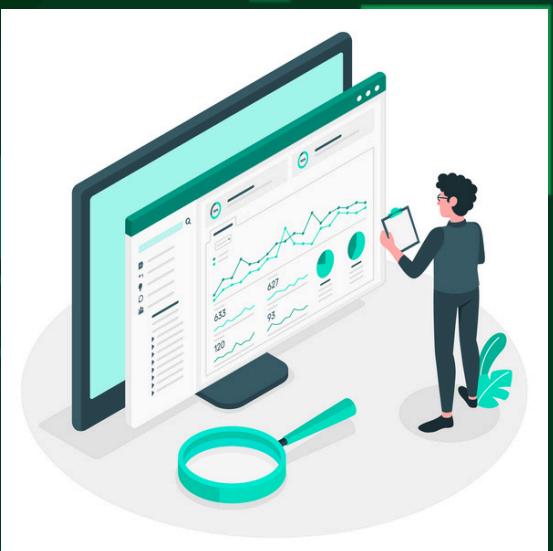
This shortcut converts your data into an Excel table, which auto-fills formulas, keeps formatting clean, expands with new rows, and updates linked charts automatically.



6. CTRL S

SAVE Workbook

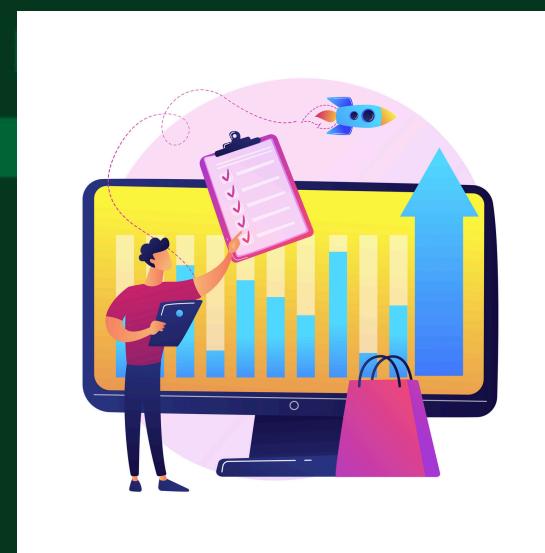
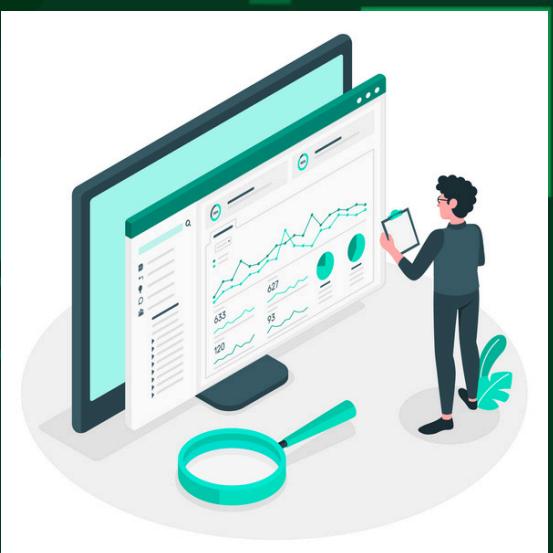
This shortcut saves the workbook but best to hit it minimum of 5 times to be sure.



7. F2

Typing in cell

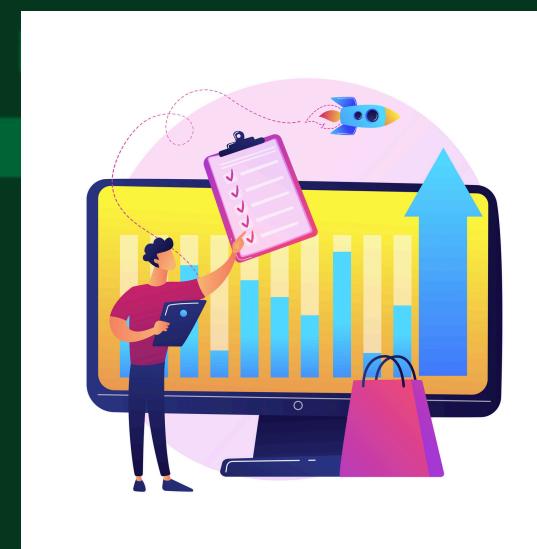
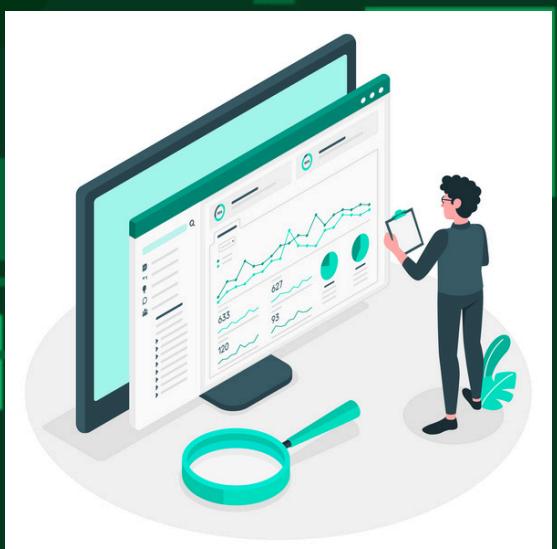
This shortcut helps to start typing into a cell.



8. CTRL ~

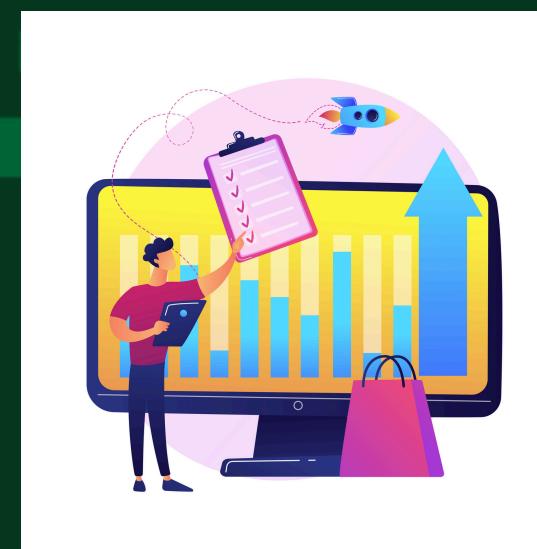
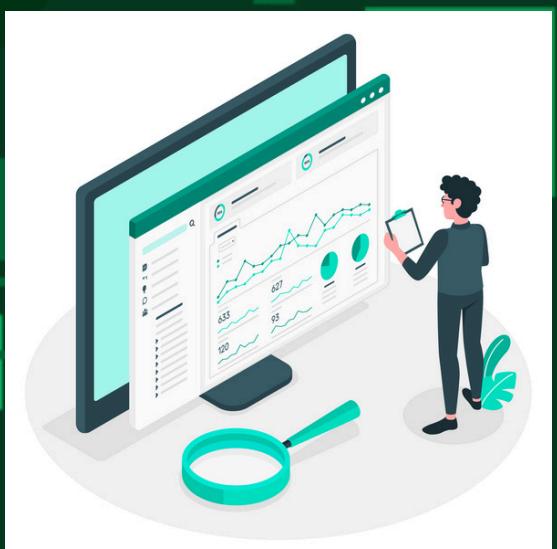
Toggles B/W Values & Formulas

This shortcut toggles between showing you values and showing formulas. This is especially useful when given a craptastic Workbook with an illogical mix of hard-coded values and proper formulas.



\$ Bonus:

- CTRL+SPACE: Choose an entire row
- SHIFT+SPACE: Choose an entire column





Cheers Guys

Better to avoid using mouse pointer